



CHESHAM BOIS CE SCHOOL

JOB DESCRIPTION

POST: Teaching Assistant

RESPONSIBLE TO: Headteacher/designated member of staff

DUTIES AND RESPONSIBILITIES:

The post-holder may be expected to work with individual children having special, or particular, needs and/or groups of children - as directed. The following does not represent an exhaustive list but gives an indication of the role of the post.

The post-holder will share in the care and wellbeing of pupils throughout the school. They will be fully informed about the needs of groups and individuals they are supporting and where working with named children the outcomes of their Educational Healthcare Plan and those targets set by external professionals.

Classroom Preparation

To prepare classroom and associated areas for use, setting out/putting away equipment, apparatus etc.

Make up and maintain work or topic cards/ sheets/ books and other teaching aids - as necessary. To prepare work and notices for display, or other, purposes. Assist with / arrange displays and interest tables.

Planning and Organisation

To participate in the planning process and discuss with relevant members of the teaching staff programmes for the lesson/ day/ week/ term.

To assist with the general management and organisation of children and resources/ equipment which relate to the support of children.

To assist with planning, organising and supervising educational visits and outings.

To participate in the planning process and contribute to the formation of: -

- strategies and appropriate future patterns of study
- care plans (if relevant)
- Individual Education Programmes (IEP's).

Working with Children

Under the guidance/ direction of relevant member(s) of the teaching staff :

- To work with individuals or specific groups of children on activities, such as:-
- reading, writing (including specific intervention programs and initiatives)
- practical, creative, physical activities
- the use of specialised equipment e.g. computers.
- environmental studies

To assist with the supervision of children: -

- within classroom settings
- during school assembly
- at play/ lunch times
- on outings and educational visits
- using cloakrooms/ washrooms
- changing before/ after recreational activities
- not participating in an activity.

To assist children with: -

- toileting
- the attainment of personal hygiene skills
- the removal/ replacement of clothing/ footwear.

To constructively help children to participate in activities by adapting and/or interpreting lessons and instructions accordingly. To refocus children and ensure that they are 'kept on task'.

To guide and assist the development of children's:-

- social behaviour, attitudes and skills
- independence skills
- language, literacy, mathematical, scientific, technological, manipulative and physical skills.

To assist with the implementation of specific learning, behavioural modification and therapy programme(s).

To support children with sensory/ physical problems - as and when necessary, e.g :-

- assist in mobility training
- assist in the provision of physical management programmes
- assist with alternative methods of communication with non-communicative children.

To assist in the formulation, implementation and maintenance of Individual Education Programmes (IEP's) as prepared by the class teacher or SENCO.

Assessment of Children

General observation of children, giving feedback to appropriate staff - as relevant.

To monitor children's progress, or otherwise, identifying particular needs, difficulties, problems and, to discuss these with relevant member(s) of the teaching staff.

To keep formal records of activities undertaken and retain evidence of developmental achievements

To assist with assessment of activities, e.g. baseline/key stages.

To provide information for, and contribute to, the annual review process and/ or case conferences. To attend any relevant meetings concerning the social and/ or educational needs of the child(ren) – as required/directed.

Care and Welfare

To assist with support care/first aid - when necessary. Similarly to enter details of accidents in the record book and to deal with minor medical needs - such as checking phonic ear, hearing aids etc. When necessary, to issue prescribed medication - in line with the Schools policy and procedures and following prior agreement with the parent(s).

To ensure Health and Safety regulations are complied with at all times.

Professional Relationships

As necessary, to liaise with appropriate members of staff and, as directed, with parents, and representatives from professional support services e.g., health visitors, school nurse, social workers, psychologists and other agencies.

To support persons undertaking training and work experience.

To liaise with the School's Special Needs staff - as required and to contribute to the needs of the Governing Body, in relation to SEN, via the SENCO.

Administration

To undertake specific administrative tasks - associated with those children receiving special care or attention - as relevant and directed.

Other Associated Tasks

Such as :-

- attending and contributing to staff meetings – as appropriate
- attending relevant courses/ training to develop experience and broaden awareness
- participating in all aspects of School life
- reinforcing the standards and expectations that exist within the School.

To ensure that confidentiality is maintained at all times.

To promote the positive image of the School within the local community.

To participate with the School's appraisal process.

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies

Promote the safeguarding of all pupils in the school

Lunchtime and Playtime Supervision

Supervising children at playtimes and lunchtimes

Leading and organising play activities at playtimes and lunchtimes

Supporting the children by implementing the behaviour policy at playtimes and lunchtimes.

There may be times that you are required to carry out duties not listed above as reasonably requested by the Headteacher and/or other members of staff. These may be to ensure the safety, well being of the children and to support the team working ethos in the school.